

9 NOV 1970

MEMORANDUM FOR: Equal Employment Opportunity Officer,
Support Directorate

SUBJECT : Equal Employment Opportunity (EEO)
Program Report to Civil Service
Commission (CSC)

1. In compliance with paragraph 1 of your memorandum, subject as above dated 8 October 1970, the following report is submitted covering specific actions, general practices, programs, and progress in the Security Career Service relative to an equal employment opportunity program:

Resources

STAT [] Executive Officer, has been designated
STAT as the Equal Employment Opportunity Officer for the Office of Security.
[] is also a member of the OS Professional Career Service Board and Chairman of the OS Clerical Board.

Recruitment

Prior to the implementation of the personnel ceiling reductions required for FY 1971, this office actively recruited minority candidates through both external and lateral recruitment to fill professional investigative positions. In fact, from June 1968 to July 1969, four (4) professional minority candidates entered on duty at the GS-09 to GS-11 levels. As soon as our personnel ceiling will permit, we plan to recruit additional qualified professional personnel in this category.

Utilization of Present Skills

Supervisors at all levels have been encouraged to examine or discover unused employee capabilities among minority groups and women and to initiate action for the utilization of their talents. This is accomplished through supervisory reviews at all levels of supervision,

OS Professional and OS Clerical Board reviews and through counseling and placement interviews conducted by the Personnel Officers assigned to the Office of Security.

An example of this was the discovery that a female GS-05 receptionist had the capability of dealing with young female employees to set their minds at ease regarding polygraph interviews in connection with their employment. In 1967 a GS-07 position was established and this female employee who is now a GS-07 has performed in an excellent manner in this position.

Upward Mobility

Supervisors at all levels, as well as the OS Professional and Clerical Career Service Boards, conduct periodic reviews of the performance of minority employees and women for the purpose of identifying and considering them for training related to higher positions, reassignment, promotions, and appointments to committees, etc. Examples are as follows:

A minority professional employee who entered on duty as an investigator, GS-09, in July 1962, was recently assigned as Deputy Chief, Building Security Branch and promoted to GS-13.

A female employee who entered on duty with the Office of Security as a GS-05 clerk stenographer was recently promoted to a GS-12 professional Security Officer position in the Security Research Staff. This employee completed the Intelligence and World Affairs Course during the period 13 July - 14 October 1970.

A female employee entered on duty as a GS-04 Clerk Stenographer in 1953 and was promoted to a professional Security Officer position, GS-09, in 1959. She is now a GS-12 in the Personnel Security Division and has received the following Agency-sponsored training: Administrative Procedures, Elementary Spanish, Introduction to Communism, Support Services Review, Reading Improvement and Writing Workshop.

A female employee who occupied a secretarial position was recently assigned to a GS-11 professional position and promoted to GS-10 because of her unusual capabilities.

Ten (10) of the eighteen (18) keymen for the 1970 Consolidated Fund Drive for the Office of Security were women.

Eight (8) of the eighteen (18) keymen for the 1970 Savings Bond Campaign for the Office of Security were women.

Seven (7) of the fifteen (15) members of the OS Recreation and Entertainment Committee for the Office of Security are women.

Supervisors and Managers

The Director of Security periodically discusses the importance of the implementation of the EEO Program at his staff meetings with Deputy Directors, Staff and Division Chiefs. In addition, supervisors at all levels are kept informed of the Equal Employment Opportunity Program through periodic discussions at staff conferences and meetings and through dissemination of publications received relative to the implementation of this program.

EEO Notice [] dated 2 October was distributed to all OS employees. Also, the OS Notice designating [] as EEO Officer for the Office of Security was distributed to all employees.

Evaluation and Reports

An evaluation of the status of minority employees and women is made periodically by the OS Professional and OS Clerical Career Service Boards. In addition, periodic statistical reports and summaries are prepared by the OS Personnel Branch for review by the Career Service Boards and the Director of Security. In this connection, a

current survey of the percentage of women in grades GS 1-7 or equivalent in the Office of Security compared with the U.S. Government average as of 31 October 1968 is as follows:

<u>Grade of Equivalent</u>	<u>U. S. Government Percent</u>	<u>Office of Security Percent</u>
GS-01	67.7	0
GS-02	78.2	0
GS-03	78.4	88.9
GS-04	75.5	90.0
GS-05	29.1	90.2
GS-06	50.0	89.7
GS-07	<u>35.5</u>	<u>90.5</u>
Total 1-7	45.8	96.1

2. We will be glad to provide any additional information which may be required.

STAT

Howard J. Osborn
Director of Security